**City of Renton**

**NEIGHBORHOOD PROJECT MATCHING GRANTS 2012**
**For projects over $1,000.00**
**Information and Application**

*This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact Norma McQuiller, Neighborhood Program Coordinator, 425.430.6595 or Wendy Kirchner, Neighborhood Assistant, 425.430.6594.*

*We recommend that you schedule a pre-application appointment with staff to assist you in addressing any questions or concerns.*

## Eligible Applicants

The Neighborhood Grant Program provides matching funds to:

- Organized neighborhood associations and Community Areas* that draw membership from a commonly recognized geographic neighborhood in the City of Renton and have been officially recognized as such by the City.
- Neighbors, civic groups, who have organized to provide a benefit to a neighborhood community and have been sponsored by organized association NCA to do so.
     *Community Areas (CA) is a group of individual recognized neighborhoods that are within a geographic area. To determine which Neighborhood Community you may be in, please contact staff.

## Eligible Projects and Activities

Projects suitable for this grant are those requesting funds over $1,000. Should your project be under this amount you may want to consider applying for the Neighborhood Mini-Grant.
The goals of the Neighborhood Project Matching Grants are to promote networking between residents in order to bring neighbors together, promote positive communication between residents and City government, build the organizational capacity of recognized neighborhoods, and encourage a physical improvement that encompass and benefit a larger area of a neighborhood or CA.

- Community Enhancement: Projects/activities that build or enhance a feature of the neighborhood, benefit the general public, and are within the City's legal authority to approve. These cannot be projects that would be funded by a homeowners association's dues and are projects that can be undertaken and completed in a short period of time.
Examples include: landscaping traffic islands or portions of right-of-ways, public amenity (benches and public art), community gardens, identity signage, entrance or gateway

landscaping, and banners that will improve the appearance and livability of the neighborhood.

- Neighborhood Leadership and Community Building: Projects/activities to build the organizational capacity of neighborhood associations or create opportunities for the networking, improve conditions, or enhance the quality of life within the neighborhood. Projects that provide opportunities for volunteering and encourage "neighbor helping neighbor" outcomes are desirable.

Examples include:

Sponsoring trainings such as, Community Emergency Response Team (CERT), "Map Your Neighborhood", First Aid or CPR classes, neighborhood participation in IKEA Renton River Days Parade ( i.e. supplies for a float, costumes), holiday events, outdoor health and recreation (walking, biking, running) activities, emergency preparedness fairs , meeting space and permits for activities or workshops (when applicable). ***Food products and/or alcohol are not eligible for funding.***

## Matching Grants

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. For more information see the Neighborhood Match section of this document.

## How to Apply

Neighborhoods interested in participating in the Neighborhood Project Matching Grant program must complete and sign a Neighborhood Project Matching Grant Application. Applications may be mailed or delivered to the City of Renton, Neighborhoods, Resources, and Events Division, 1055 S. Grady Way, Renton, WA 98057 or fax applications to 425-430-6603. Please include the following attachments:

- Meeting minutes reflecting Board approval of project.
- Documentation of City of Renton Recognized Neighborhood status.
- Documentation of non-profit, tax exempt status.

## Project Criteria

All projects must be within the City Limits and benefit the City of Renton. Projects that require ongoing funding or staffing by the City will not be considered for funding. Projects must be compatible with adopted city plans/policies and completed within six months of approval (unless otherwise arranged) and include a plan which outlines the steps and a timeline, with month and year, to complete the project. *Activities should be free and open to the public; meetings are to be open to all residents/businesses residing within the neighborhood. The grant program emphasizes self-help, with project ideas initiated, planned and implemented by the neighbors and business community members who will be impacted by the project.*

PROJECT EVALUATION**:** A team of City Staff will review applications and make recommendations for approval.  This team will be looking for the following:

Scope/Quality/Creativity/Community Benefit/Readiness/Neighborhood Participation

- The project/activity has a well-defined scope, goals and detailed steps (e.g. what is being done, by whom).
- A timeline is set.
- The leaders are identified and have made a commitment.
- The project/activity can be completed within the current calendar year or within an agreed upon timeframe.
- The project/activity is highly creative.
- Project is designed for low maintenance and there is a realistic plan for ongoing maintenance.
- Provides public benefit to the neighborhood
- Demonstrated need and support for the project.
- Demonstrates the ability to fulfill Matching Grant contribution
- Direct involvement of neighborhood residents in all phases.
- Physical improvements that benefit a larger area of a community.
- The project/activity implements, or is a step in implementing, one or more recommendations of any adopted city plans.
- The project/activity is consistent with City policies.
- Participants will actively include people of varying ages, ethnicity, races, incomes, or other demographic characteristics that makeup the neighborhood.
- Residents will have the opportunity to take on leadership roles, develop new skills, and new leaders will emerge.
- The project/activity will strengthen and/or build new partnerships with public/private entities or other neighborhood and community-based groups.
- Project is designed for low maintenance and there is a realistic plan for ongoing maintenance.

Bonus points may be given for:
- Projects that include volunteer labor from the neighborhood and will engage the neighborhood throughout the process.
- Projects that will benefit a large number of people will have higher priority than those affecting a smaller number. CA projects are desirable.
- Neighborhoods not awarded a grant in the previous year.

The staff review team will make recommendations to the City Council's Community Services Committee, prior to being submitted for final approval by City Council.  This process takes approximately 45 days from the application deadline.
*Contact the Neighborhood Program Staff for scoring criteria.*

# Guidelines & Responsibilities

PROJECT COORDINATOR and PROJECT MANAGEMENT
A Project Coordinator from your neighborhood must be identified to serve as the contact person with the City during the planning and construction of the project.  Responsibilities of the Coordinator include:

1.  Acting as the primary contact for the project.
2.  Communicating with residents.
3.  Working with City staff to answer resident's questions and facilitate neighborhood meetings where necessary.
4.  Coordinating the project.
5.  Coordinating maintenance (a maintenance agreement between the neighborhood and the City may be required).
6.  Recruiting volunteers.
7.  Filling out and submitting all paperwork.
8.  Financial accountability and documentation of expenditures including requests for Purchase Orders and reimbursement for purchases, submitting invoices, etc.
9.  Include a letter of endorsement for the project from the neighborhood association representing the area in which the project will be done.

DEVELOPING A BUDGET
Applicants need to include a project budget in their application including all costs for the project.  Researching costs early is critical to developing a budget.  The following suggestions may help in developing a realistic budget:
*   Make a list of all materials and services needed to accomplish the project;
*   Get cost estimates for each item from more than one reliable source.  Cost estimates need to be accurate and realistic.

Until the project receives City Council approval, the City is not responsible for, nor will it pay for, any expenses or costs incurred by the applicant for the project.

NEIGHBORHOOD MATCH
Grant projects require a dollar-for-dollar neighborhood match for City funds awarded.  For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization.  If an additional match is submitted, it will not be worth more points in the evaluation process.

The "Match" may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges; volunteer labor; or in-kind donations in the form of materials or services.  The best way to consider ideas for the match is to generate a list of all resources needed to complete the project and to identify those items

that can be found in the neighborhood.  Don't forget human resource expertise that may be needed to develop a design or supervise construction.

<u>Determining the Value of the Match</u>
Use the following criteria when figuring the match:
1.  Volunteer Labor – **equates to $20.00 per hour** (list volunteer names and hours).
2.  Donated professional services or skilled labor valued at the "reasonable and customary rate."
3.  Donated material or supplies valued at market cost.
4.  Cash amount from neighborhood fundraising and pledges.

<u>Guidelines to use when determining how to provide Neighborhood Match</u>
- To qualify as a volunteer labor match hour, volunteers must be working on the approved grant project as described in the grant application.  (Include a list of names of volunteers that have pledged to work on the project.)
- Up to $150.00 of volunteer labor match hours may be expended on preparation of application.  This includes all resident meetings, workshops and meetings with City staff.
- The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many <u>volunteer labor hours as possible should be expended on the grant project itself.</u>
- The neighborhood group on the application (not the project coordinator) will be responsible for providing the neighborhood's match used to justify the cost portion of the project. Documentation of the commitments/pledges for the match is mandatory prior to start of the project. Receipts and volunteer hour documentation will be required before final funds will be released.

<u>Limitations on the Match</u>
Assistance from City staff, funds from elsewhere in City government cannot be counted as a match.  Professional services must be either entirely donated or entirely paid for with grant funds.  "Partial donations" (i.e. professional services delivered for a discount) or other arrangements are not acceptable.  This is intended to ensure that persons hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, not on their willingness to donate services.

Food, alcohol and/or gasoline for volunteers <u>may not</u> be used as a match for the project.

<u>CONTRACT</u>
A contract between the neighborhood group and the City must be signed or the funds will be returned to the program.  Until the contract is signed, the City has no responsibility to reimburse the organization for any expenses incurred before the agreement is in place.  Additionally for projects requiring maintenance, an agreement must be signed acknowledging the City will not assume any ongoing costs for maintenance unless specified otherwise.

PAYMENT OF PROVIDERS
Grant funds are public dollars and audit requirements must be met for all funds spent. The City of Renton Finance Department processes all grant accounts.
No funds will be disbursed until a contract has been executed.
Grant funds can be disbursed in the following manner:

1. Direct billing to the City of Renton from approved vendors.
2. Upon request of the neighborhood organization/association, start-up funds may be made available up-to ½ of the grant dollars awarded. Receipts documenting the expenditures of these dollars must be provided, before the 2nd half of the funds will be allocated. Checks will not be made out to individuals. Any balance of funds or the cost of undocumented expenses must be returned to the City of Renton.
3. Receipts may be reimbursed to the neighborhood organization/association for incidental expenses.  No reimbursement will be made to an individual. It will be the responsibility of the individual to seek reimbursement by the neighborhood organization/association.

LIABILITY

Volunteers volunteering on a City project work may be covered by the City workers compensation insurance for bodily injury only.

Neighborhood groups will be required to submit a list of the volunteer's names of who and when they will be working on the project to the City contact.

City liability coverage applies if a project is located in the City right-of-way.  Otherwise, liability insurance will be the responsibility of the neighborhood group or property owner when the project is located on private property.

If the project site is located on private property, the property owner will be required to write a letter granting permission for the neighborhood group to execute the project on the property and assumes all future responsibility.

FINAL PROJECT REPORT
The Final Report has two purposes:

1. The Final Report should document that all elements of the contract between the City and grant recipient have been fulfilled.  The documentation should include proof that City funds were used responsibly and as intended.  It should also include photographs taken before and after the project was completed.

2. The City will use the information included in the Final Report as a means to inform the City Council, the media, and interested citizens about the grant program.  The Final Report should highlight the achievements made through the grant.

Upon the completion of the project, neighborhood groups will be required to provide a brief project summary to the City along with photographs and documents that were created and printed with the use of grant money.

**IMPORTANT NOTE**:  One copy of the final report shall be submitted to the City no later than thirty days after completion of the Project.  Organizations that fail to submit a Final Report will be ineligible for future grants.

# NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION
## NEIGHBORHOOD GRANT PROGRAM

---

*For office uses only*        **Date Received by the City: _____**

---

**INSTRUCTIONS**

1. Read the attached Neighborhood Project Matching Grant Application Packet thoroughly.

2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood.  Involve as many neighbors as possible in the selection and planning of the project(s).

3. Designate a Project Coordinator who will be the contact person.

4. Complete the Grant Application and return it to:
   City of Renton, Department of Community Services, Neighborhood Program Coordinator, 1055 South Grady Way, Renton, WA 98057.
   Please include the following attachments:
   - Meeting minutes reflecting Board approval of project
   - Documentation of City of Renton Recognized Neighborhood status.
   - Documentation of non-profit, tax exempt status.
   The application must contain a complete explanation of the project including a description of the actual work you want to do, the location of the project, timeline for completion, and demonstration of the neighborhood match.

5. **The deadline for filing the application is Friday, March 9, 2012.**  Applications received after the deadline will not be considered for funding.  <u>Faxed or emailed applications will not be accepted.</u>

6. Official homeowners associations will be required to provide a copy of Association Bylaws and Declaration of Covenants, Conditions, Restrictions, and Easements for the purpose of funding authority.

7. Include with your application the following items for physical improvement projects:
   a) A detailed drawing of the project;
   b) A detailed site map locating the project site and where the project will be installed at the site;
   c) Detailed directions to the location of the project site.

8. Upon approval of your project by City Council (approximately 45 days from the date the of the application deadline), you will receive notification with instructions of how to proceed.

9. If you would like to schedule a pre-application meeting or have any questions, call Norma McQuiller, Neighborhood Program Coordinator, 425.430.6595, Wendy Kirchner, Neighborhood Program Assistant, 425.430.6594 or your City Neighborhood Liaison.

# NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION
## NEIGHBORHOOD GRANT PROGRAM

**Date:** _____

**After completing the application, please enter the following information:**

Total Grant Amount Requested for Project $_____ (from page 10)

**Total Neighborhood Match $**_____ (from page 10)

**Please complete the following questions**

Name of project: _____

Name of neighborhood group or association: _____

_____

Neighborhood Project Coordinator's name: _____

_____

Project Coordinator's Address (including zip code): _____

_____

Project Coordinator's Telephone: Days _____ Evenings _____ .

Project Coordinator's Email Address: _____

**Detailed project description:**

Is the project site located in Renton City Limits? ☐ Yes ☐ No
(**NOTE**: In order for the project to meet the grant criteria, the project site must be located within Renton City Limits. Any site locations that do not fall within this perimeter will not be eligible for the grant).

On City public right-of-way ☐
On private property ☐ (A letter from the property owner must be submitted with the application granting permission for the project to be constructed on their property)

- Other – Explain

**Detailed directions to the location of the project site:**
(Please provide a **detailed site map** locating the project site and where the project will be installed at the site).

What will this project accomplish in your neighborhood?

How will this project benefit the public?

**PROJECT WORK PLAN**
When will the project be completed (approximate date)? _____

*(Projects must be completed within a **six-month timeframe** after receiving the grant). Include a plan, which outlines the steps and a timeline, with month and year, to complete the project.*

**ANTICIPATED BUDGET ITEMS REQUIRED**

*List each item of the project separately.* *Example:* EXAMPLE OF BUDGET

ITEM | SOURCE | ESTIMATED COST (including tax**)**
--- | --- | ---
*Mural Project:* | _____ | _____
*10 gallons latex paint* | *Home Depot* | *$150 ($15/gallon) including tax*
| |
*Sign Project:* | |
*8 ea.24" x 26" signs* | *Fast Signs* | *$720 ($90/sign) including tax*

**ESTIMATED TOTAL COST:** *$870 (including tax)*

**YOUR PROJECT**

| **ITEM** | **SOURCE** | **ESTIMATED COST (including tax)** |
| --- | --- | --- |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**ESTIMATED TOTAL COST:** _____ (including tax)

*(Enter the estimated total cost in the space provided for the Total Grant Amount Requested at the top of page 2 of the application)*
Attach additional pages as needed.
*Please attach any quotes for items or services.*

**How will your neighborhood match be <u>equal</u> to or greater than the requested grant amount (what services, labor, materials, or money your neighborhood group will be contributing)?**

(***Note***)  See attached ***Neighborhood Match Criteria*** to determine dollar values and eligible
      components)

**<u>Example:</u>**

| Match item | **Estimated Value** |
|---|---|
| Volunteer labor 60 hours x $20/hour | $1,200 |
| *Donated professional services 10 hours x $15/hour* | *$150* |
| **ESTIMATED TOTAL VALUE OF MATCH:** | *$1,350* |

## YOUR PROJECT:

| **Match Item** | **Estimated Value** |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**ESTIMATED TOTAL OF MATCH:** _____

*(Enter the estimated total match in the space provided for the Total Neighborhood Match at the top of page 2 of the application.  Remember this number must be equal to or greater than the total amount of the grant being requested.)*

How do you plan to solicit and engage neighborhood volunteers to participate in the project:

_____

_____

Will your project require ongoing maintenance or repair?   ☐ YES   ☐ NO
If *yes*, how will it be provided?  _____

_____


Submitted by: _____

                          (Print name)                Signature of Project Coordinator

**For Office Use Only**
Date Council Approved: _____        Amount Approved _____

**COMMENTS:**

# NEIGHBORHOOD GRANT PROGRAM 2010

## VOLUNTEER PLEDGE/LOG

Name of Project: _____

Name of Neighborhood Association:

_____

Neighborhood Project Coordinator's Name: _____

Telephone:  Day: _____  Evening: _____

Project Coordinator's Address: _____

_____

*PLEASE LIST THE VOLUNTEERS WHO <u>PLEDGE TO WORK</u> ON THE PROJECT:*

| Volunteer Name | Hours for Match | Comments |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total match hours**: | _____ |  |